

CALIFORNIA DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

CLASSIFICATION TITLE Transportation Engineering Technician	OFFICE/BRANCH/SECTION Central Region Construction 501, District # 929	
WORKING TITLE <u>Office Engineer</u>	POSITION NUMBER 929- 501-3175- _ _ _	EFFECTIVE DATE _____

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work regularly and on time; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT:

Under the direction of the Area Construction Senior Transportation Engineer, incumbent performs various technical office tasks and occasionally some field tasks of average difficulty relating to transportation construction.

TYPICAL DUTIES:

Percentage
E=Essential
M=Marginal

- 35% (E) Reviews documents for Progress Pay Estimates, After Acceptance Estimates, Proposed Final Estimates and necessary support documents for these estimates. Verifies Extra Work Billings from contractors. Checks contract item payment calculations for accuracy and initiates computer input for payment. Prepares Estimate Requests and recommends deductions for Liquidated Damages or railroad flagging bills; Determines if an unsatisfactory progress deduction should be overridden due to pending time extensions. Verifies Payment Estimates to ensure proper payment to the construction contractors. Assists in preparing Contract Change Orders.

- 15% (E) Maintains the field office, including contract files, managing service contracts and purchasing office equipment and supplies with the CAL-Card. Maintains equipment and vehicle inventories.

- 15% (E) Makes inspections for enforcing compliance with plans and specifications. Inspects work as to the quantity, quality, and methodology. Records Manpower and equipment usage along with pertinent details. Prepares documentation of the work

performed. Prepares daily reports. Performs inspection of finished products and calculation of units completed for payment and monitors Contractor's operations to ensure compliance with safety orders.

- 15% (E) Perform sampling and testing of construction materials including the following: Sand Equivalent test, Cleanness Value test, Gradation Sieve Analysis, Compaction test with nuclear gauge for soil and asphalt concrete, Moisture Content, and Concrete Modulus of Rupture (concrete beam testing). Collects data, samples construction materials and performs materials testing per standard procedures and coordinates with contractor's personnel.
- 5% (E) Accumulates data from the Resident Engineers' and Assistant Resident Engineers' Daily Reports to determine working and non-working days chargeable to the Contractor. Enters data into a spreadsheet program and generates Weekly Statement of Working Days Reports for these contracts.
- 5% (E) Maintains accurate contract financial records of construction contract expenditures, monitoring both payments to the contractor and the expenditures for State furnished materials to ensure that financial allotments are not exceeded.
- 5% (E) Makes frequent telephone and/or personal contacts with the public, as well as with City, County, Federal and other State Agencies.
- 5% (E) Determines the priority to be given documents, interprets problems and questions as they relate to the functions of the Construction Field Office.

SUPERVISION EXERCISED OVER OTHERS

Normally this position does not supervise; however, the incumbent may be called upon to act in absence of the supervisor for a short duration. Position may have responsibility for functional guidance in training and assisting less experienced employees.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of methods, materials, tools and equipment used in highway and bridge construction and maintenance work; methods of proportioning and handling portland cement concrete and bituminous surfacing materials and the handling of asphaltic oils and emulsions; highway grading, construction and maintenance; conventional state-of-the-art computer applications to transportation engineering work.

Must have the ability to make accurate mathematical calculations; make sound decisions in the implementation of contract plans, specifications and various engineering activities; evaluate work methods and traffic conditions closely, both before and during the work, to assure safety; analyze situations regarding operational features and design concepts; demonstrate the potential to assume progressive technician journey level responsibility; organize/arrange data to produce effective work products without repetitious direction; and possess interpersonal skills necessary to be an effective team member.

Must have a complete knowledge of contract administration paperwork and documentation. Must be able to communicate effectively in both verbal and written form. Must be able to

use computers. Must have knowledge of the Construction Manual, Standard Specifications, and Special Provisions. Must be able to prepare reports and correspondence.

Ability to: read and write English at a level required for successful job performance; inspect construction work and enforce compliance with plans and specifications; analyze situations accurately and take effective action; prepare reports.

Must have the ability to evaluate work methods and traffic conditions closely, both before and during the work, to assure safety.

CONSEQUENCE OF ERROR

Failure to understand and failure to incorporate appropriate standards, requirements and policies into work product may result in expensive waste of time and materials, cause additional work and project delays, and could result in excessive construction contract claims.

Incumbent is responsible for his/her actions, decisions, quality of work, and proper use of State time, equipment and materials. Improper performance of duties and/or failure to adhere to established policies, procedures and guidelines could lead to adverse action and possible termination.

PUBLIC AND INTERNAL CONTACTS

Incumbent must be able to communicate effectively with others including Department staff, technical/professional level staff of outside agencies, contractor's personnel and members of the public regarding construction projects. Has frequent contact with private contractors, Resident Engineers and their staff, and other branches, both District and Headquarters, to provide a coordinating of effort in processing estimates, payments and other documents that are handled by the Construction Field Office.

WORK ENVIRONMENT

While at the Construction office employees will normally work in a climate-controlled office under artificial light. However due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Vacations may be restricted during peak times. Overtime and flexible hours may be required. Use of computers and other various office equipment is required. Job may have exposure to chemicals, lab conditions, equipment, machinery, heat, cold, dust, gas, fumes, outdoor conditions, indoor conditions, humidity, and high decibels of noise. Hard hat and safety vest or approved safety shirt **must** be worn at all times in the field, no exceptions. Night work may be required. Incumbent may be required to participate in the rotation program. Workload may subject employee to frequent changes of shift, frequent changes of work hours and workdays, and geographic transfer. Travel required. A valid California Drivers License is required .

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Must possess the ability to repetitive use of extremities. Some lifting, carrying, bending, squatting, kneeling, crouching, reaching, and pulling may be required but it will not be

frequent. Must be able to transport variety of objects that are less or equal to 40 pounds. Ability to work indoors under artificial light. May be required to sit for long periods of time using a keyboard and video display terminal.

Travel required. Overtime and/or flexible hours may be required. Must be able to organize and prioritize. Must be able to concentrate, formulate effective strategies, be multi-tasked, adapt to changes in priorities, and complete task or projects with short notice. Must be able to develop and maintain cooperative working relationships. Night work may be required. Incumbent must have the ability to resolve emotionally charged issues reasonably and diplomatically. Must be able to make decisions concerning the execution of assigned duties without requiring close review by others. The workload is subject to frequent, substantial, and unexpected changes.

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

I have also read and understand the Deputy Directive titled "Information Technology Use Standards".

My supervisor has reviewed the policy and procedure I must follow when I am not able to report to work. I understand the policy and procedure.

EMPLOYEE (Print) DATE

EMPLOYEE (Signature) DATE

I have discussed with and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print) DATE

SUPERVISOR (Signature) DATE

July 2002

